

Instructions for Completing the Onsite Routine Radioactive Shipment Record (ORRSR) form A-6000-527

Step-by-step instructions are as follows.

Document each shipment by entering the required information onto a single line of the shipment log. When all the lines of the log are filled, or the ORRSR is no longer needed or passes void date, return the ORRSR to the transportation lead or designee. The shipment log is the instrument used to give the transportation lead or designee a degree of control and to determine the frequency of use and need for each ORRSR

- a. *For The Shipment Of.* Use the proper shipping name of the material and package description (model, etc.), including its approval document number (DOE/NRC COC, DOT specification or exemption, SARP, etc.) that will help identify the shipment.
- b. *Between.* List buildings and areas that shipment will be going to and from. If several areas are involved, "All Areas Hanford Site" may be listed. The buildings and areas are recorded on the shipment record.
- c. *Number.* Each routine is assigned an identifying number by the transportation lead or designee.
- d. *Copy No.* The blue card stock, working copies are pre-numbered before being issued by the transportation lead or designee. The originator is responsible for ensuring adequate supplies of ORRSRs are issued and maintained so operations are not affected when the Shipment Record portion on the reverse side is completed. Completed ORRSRs shall be returned to the transportation lead or designee immediately.

Upon revision of the ORRSR, all previous copies still in the field shall be recalled by the originator and returned to the transportation lead or designee for accountability.

- e. *Void Date.* The ORRSR is void on date shown. This date will never exceed 1 year from date of issue.
- f. *Description of Radioactive Contents.* The originator shall identify activity/quantity limits for each radionuclide to be shipped based on calibration, characterization, or calculation.
- g. *Package Requirements.* Descriptions of containment and package. List all approval documents relating to the package and procedures used by operations personnel.
- h. *Radiological Protection Requirements.* The radiological protection requirements set here are the limits for the package described on the ORRSR. If the limits are exceeded, the package must be shipped on an RSR, requiring approval by an authorized shipper. All labeling shall meet DOT transportation regulations unless the safety analysis documentation specifies otherwise. Subsidiary hazard class labels shall be used when appropriate and as specified in this section.

Also list any radiation work permits (RWP) related to packaging, handling, shipping, and transporting for both the shipper and receiver.

- i. *Qualified Personnel.* Reference HNF-PRO-166 and Section 4.1.1 first bullet.

- j. *Special Requirements.* Special instructions including specific tie-down requirements, if applicable, shall be specified.
- k. *Carrier Instructions.* Check each requirement for the carrier's attention. Special instructions shall appear above.
- l. *Routine Authorization.* ORRSRs of this type are authorized by the transportation lead or designee after other approvals are secured. Qualified personnel may certify these shipments on the reverse side.
- m. *Authorized Shipper.* ORRSRs of this type require review and certification signatures of authorized shippers for each shipment on the reverse side.
- n. *Approvals.* The routine is reviewed and approved periodically on a case-by-case basis. Approvals are required by all organizations listed on the form.
- o. *Originator.* The central contact for the ORRSR to control the copies being used to ensure proper use of them.
- p. *Operations Manager.* The manager responsible for the qualified personnel and the material being shipped. The shipping manager and the receiving manager shall approve.
- q. *Occupational Health and Safety.* The organization that must review and approve radiological conditions set forth.
- r. *Transportation Lead or Designee.* The authorized personnel that must review and approve the ORRSR.
- s. Use of the ORRSR
 - 1. Shipment logs particular to each of the two types of ORRSRs are imprinted on the reverse sides of the ORRSR.
 - 2. Sheet 2 of 2 is the shipment log appearing on the back of the ORRSR allows qualified personnel, designated on the front, to certify a shipment.
 - 3. Sheet 2 of 2 of the shipment log appearing on the back of the ORRSR-Authorized Shipper.
 - 4. Document each shipment by entering the required information onto a single line of the shipment log. When all the lines of the log are filled, or ORRSR is no longer needed or passes void date, return the ORRSR to the transportation lead or designee. The shipment log is the instrument used to give the transportation lead or designee a degree of control and to determine the frequency of use and need for each ORRSR.

On the shipment log appearing on the back of ORRSR-*Authorized Shipper*.

NOTE: Each of these shipments must be certified by an authorized shipper.

NOTE: Routine shipments that are covered with an Onsite Routine Radioactive Shipment Record (ORRSR) are issued and maintained by the transportation lead or designee.